

Homelands Administration Officer



Position:	Homelands Administration Officer
Classification Level:	Level 4.1
Location:	Wadeye
Reports to:	Director of Council and Community Services

Organisation

The West Daly Regional Council commenced operations on 1 July 2014 as part of local government reforms in the Northern Territory. The Regional Council includes the communities of Peppimenarti, Palumpa and Wadeye and surrounding homelands and has a population of over 3,000 residents.

Council delivers core local government services such as municipal, civil and waste management and agency contracted services such as aged care, community night patrol and homeland servicing.

Attributes

Service – work performed is of the highest quality, innovative and solutions focused.

Ethical – applies the highest standards of integrity and ethical conduct.

Attitude – demonstrates a positive approach, appropriate behaviors and teamwork.

Discretion – makes appropriate decisions, sound judgments and communicates effectively.

Safe – work practices performed apply and promote Work Health Safety standards.

Position

This position is primarily responsible for ensuring effective and efficient coordination and delivery of funded Homelands Projects in accordance with the Homelands Guidelines 2017-2018.

Position Liaises with

Internal	External
Chief Executive Officer	Government Departments
Management Team	Community Residents
Other Council Staff	Community Organisations
	Contractors/ Consultants

Duties

- Coordinate the repairs and maintenance for all homelands essential services.
- Ensure Emergency plans are current and updated and distributed to homelands residents.
- Maintain records, draft correspondence, filing, coordinating appointments and meetings, and travel arrangements.
- Create requisitions, check invoices and accounts and receive goods.
- Data entry for job cards
- Timesheet entries
- Vehicle reconciliations
- Sourcing quotes as required
- Ordering stock as required
- Stocktake of equipment and assets
- Coordinating homeland visits
- Travel to the outstations when required
- Other duties as required

Selection Criteria

Essential

1. Demonstrated effective administrative and customer service skills, including the ability to be discreet, maintain confidentiality and discern sensitive issues.
2. A solid understanding of Indigenous tradition and culture and previous experience working in remote locations.
3. Demonstrated high level interpersonal, oral and written communication skills.
4. Proven ability to participate as part of a team and to work co-operatively with Council staff members and peers in achieving objectives.
5. Demonstrated organisational skills, including an ability to work under pressure and complete tasks within required time frames, work independently and flexibly, exercise initiative and attend to detail.
6. Demonstrated ability to project manage.
7. Ability to utilise a range of computer programs to produce reports and correspondence.
8. Ability to prioritise workloads and work independently and in a team.
9. Sound knowledge of the principles of Workplace Health Safety.
10. A current Northern Territory driver's licence.

Desirable

1. An appropriate tertiary qualification or willingness to undertake relevant training.
2. Previous experience in a similar position

CHANGES TO JOB DESCRIPTION:

It may be necessary to consider changes in this job description from time to time in response to the changing nature of Council's work environment, organisational and/or statutory changes.

Approval/Agreement

This appointment is a full time position and the appointed applicant may be required to undergo a Police check. The position holder must be willing to adhere to Councils Code of Conduct, Conditions of Employment, Policies and Procedures.

Shaun Hardy
Chief Executive Officer

I _____ have read, understood and agree to the above position description and accept the employment appointment.

(Signature)

(Date)

Created	December 2019
Version	1
Reviewed	